

Gian Maria Greco

Guidelines for an Accessible Presentation

Concise Version 2.0

Release date: 24 November 2019



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Introduction

This is a concise version of G.M. Greco, *Guidelines for an Accessible Presentation*, version 4.0, available at http://pagines.uab.cat/umag/sites/pagines.uab.cat.umag/files/UMAQ_files/gmgreco_guidelines_accessible_presentation.pdf

This document provides some tips on how to make a slide presentation accessible. For more detailed instructions, see the aforementioned extended document.

Comments and suggestions are very welcome. Please, address them to Gian Maria Greco: gianmaria.greco@poiesis.it.

This document has been released within the project "Understanding Media Accessibility Quality". More information can be found at <http://pagines.uab.cat/umag>.

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Release information

First release

Full title: Guidelines for an Accessible Presentation.
Concise Version 1.0.

Code: 1.0.

Author: Gian Maria Greco.

Release date: 27 January 2017.

Language: English.

Second release

Full title: Guidelines for an Accessible Presentation.

Concise Version 2.0.

Code: 2.0.

Author: Gian Maria Greco.

Release date: 24 November 2019.

Language: English.

Main modifications: sections "Introduction", "Release information", "Audio", "Images", and "Slide animations" have been modified; section "Slide Transitions" has been deleted.

Colours

Use colour contrast:

- Black-on-white
- White-on-black
- Yellow-on-black

Do not use colours to convey essential information.

Text

Give each slide a unique header title.

For body text: do not use all capitals, underline or italics for emphasis. If you need to emphasise text, use bold, colour contrast or shapes.

Do not justify body text. Always align text to the left.

Use lists only when useful.

Font

Use a sans-serif font (e.g. Verdana).

Format the text according to the following suggestions:

- Header: 36 points.
- Body text: 30 points.

Audio

If you use an audio file in your presentation, provide a text equivalent, e.g. add a transcript of the audio in separate slide.

Videos

If you use a video in your presentation, add captions.

Images

Describe the images to the audience.

If you plan to make the file of your presentation publicly available:

- provide each image with an alternative text.
- do not use images to convey essential information, e.g. don't insert text as an image.

Slide Animations

Avoid decorative animations.

Accessibility Checker

For Microsoft PowerPoint users: use the built-in feature to check for accessibility issues in your presentation.